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RJR-SALES EXEC. → 1200 NY METRO 001/004

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Area Manager - Operations
North East Sales Area
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December 5, 1997

SENT VIA FAX

RSM's & ROM'S

Subject: Best Practice

Attached you will find a copy of a letter from Pittsburgh R.O.M. Bob Dobrowolski explaining a new procedure to communicate discounting activity from R.R.'s to S.R.'s. This method is extremely simple and should assist in the reduction of paper without losing the necessary information flow. This method also supports our objective of having Sales Reps. making all draft payments for discount activity.

Please contact Bob if you have any questions regarding their procedure.

Don

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Attachment
c: Peter Schmidt
Bob Dobrowolski

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